Quick Start Guide

VC Portfolio Company Reporting

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Initial Setup: Step 1 – Entity → Step 2 – Portfolio → Step 3 – Fiscal Period → Step 4 – Chart of Account → Step 5 - Commit All Setup Data

Step 1, Set up Entity name and address, select Business Type: VC Portfolio

Step 2, Set up Portfolio, and assign Portfolio Code for sorting purpose. You can still Add/Edit/Delete any Portfolio after initial setup.
We recommend you only setup one or two Portfolios, and add more after Commit

Step 3, Set up Fiscal Period, and select the First Year.
The First Year cannot be changed after Commit in Step 5.

Step 4, Set up Chart of Account for the data/metrics you want to collect from Portfolio Companies.
There is a default Chart of Account template. You can add, edit, and delete any of those default Chart of Accounts.

Step 5, Once you completed Step 1 through Step 4, you can Commit all the initial setup data.
After Commit, you can still change Entity, Portfolio, and Chart of Account.
But you cannot change the First Year; you can only add more fiscal years after Commit.

Fund

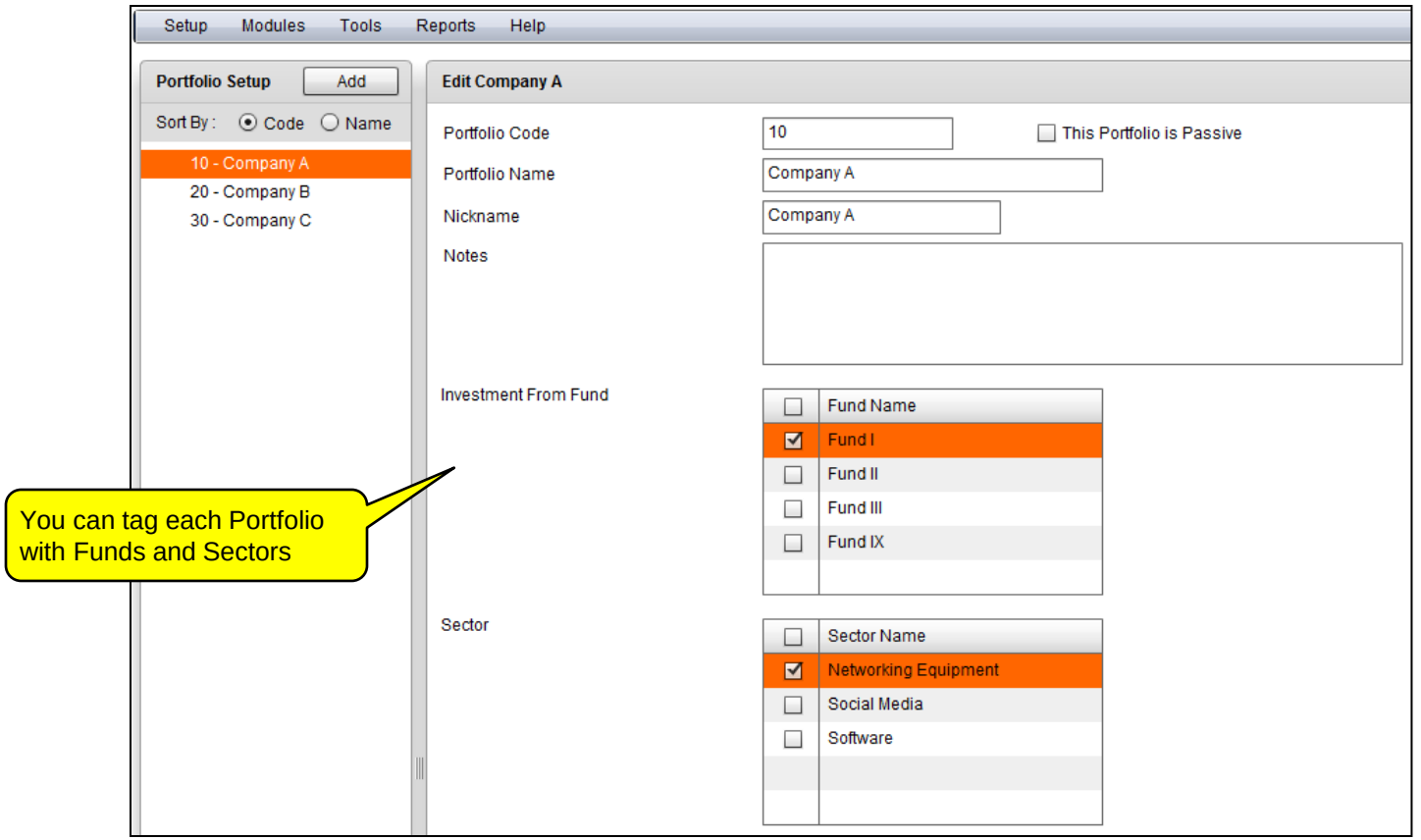
You can setup Fund to track each Portfolio (menu: / Setup / Fund).
You can then run report with filter by different Funds.

Sector

You can setup Sector to track each Portfolio (menu: / Setup / Sector).
You can then run report with filter by different Sectors, for example, Networking Equipment, Social Media, Software, etc.

Portfolio

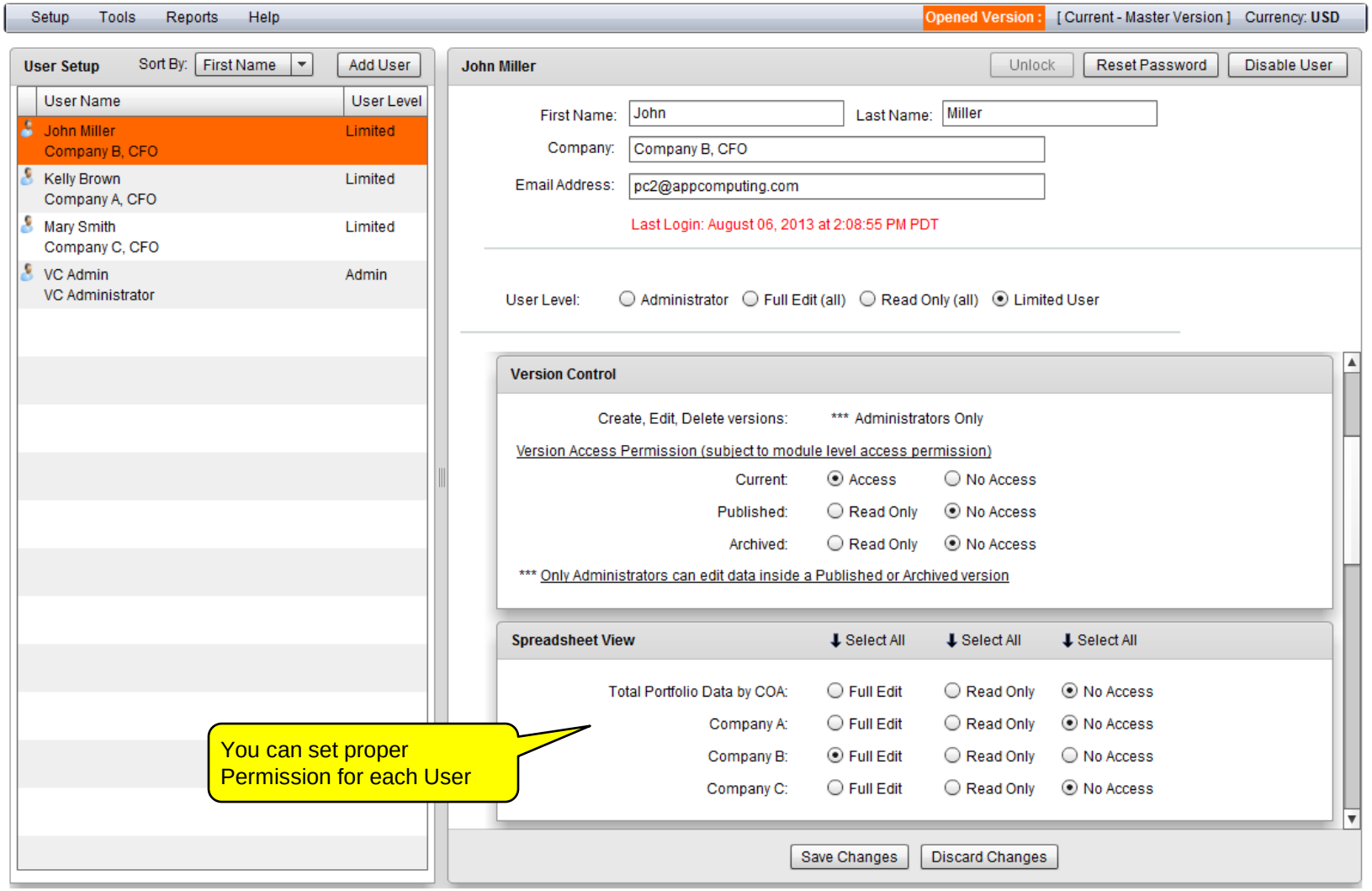
For each Portfolio, you can tag with Funds and Sectors (menu: / Setup / Portfolio).
These tags can be used as filters for reporting, for example, report all Portfolios by Fund I in Sector of Networking Equipment.



User

You can add users for each Portfolio Company, and set proper permission for each User (menu: / Setup / User).

Please refer to the next page, User Management, for more detailed security permission setup.


Setup Tools Reports Help
Opened Version : [Current - Master Version] Currency: USD
User Setup
Sort By: First Name
Add User
User Name
User Level
John Miller
Company B, CFO
Limited
Kelly Brown
Company A, CFO
Limited
Mary Smith
Company C, CFO
Limited
VC Admin
VC Administrator
Admin
John Miller
Unlock
Reset Password
Disable User
First Name: John
Last Name: Miller
Company: Company B, CFO
Email Address: pc2@appcomputing.com
Last Login: August 06, 2013 at 2:08:55 PM PDT
User Level: Administrator Full Edit (all) Read Only (all) Limited User
Version Control
Create, Edit, Delete versions: *** Administrators Only
Version Access Permission (subject to module level access permission)
Current: Access No Access
Published: Read Only No Access
Archived: Read Only No Access
*** Only Administrators can edit data inside a Published or Archived version
Spreadsheet View
Select All
Select All
Select All
Total Portfolio Data by COA: Full Edit Read Only No Access
Company A: Full Edit Read Only No Access
Company B: Full Edit Read Only No Access
Company C: Full Edit Read Only No Access
You can set proper Permission for each User
Save Changes
Discard Changes

New User

As the Administrator, you can add new users from menu / Setup / User. An activation email with embedded security link will be sent to the new user for him/her to activate the new account, to select password, and set security questionnaires. Such security link will be valid for 72 hours. If the new user doesn't activate the new account with this security link within 72 hours, it will expire. You can then reset the password, and a new password reset security link will be emailed to the new user. The password reset security link will be valid for 72 hours as well.

Manage User

As the Administrator, you can disable users from menu / Setup / User. You can also reset password for any users. Upon resetting password, a password reset security link will be emailed to the user. The password reset security link will be valid for 72 hours.

User Permission

There are four types of users: Administrator, Full Edit, Read Only, and Limited User.

An Administrator has no restrictions in access permission. An Administrator can perform all the available functions in the application, and has Full Edit access to all the available data in the application.

Full Edit users can edit all the data, including all the Portfolio data, except for areas where requires Administrator rights.

Read Only users have read only access to all the data, including all the Portfolio data, except for areas where requires Administrator rights.

The Limited User can be set up to have limited access permission to various areas of the application and the underlying data. For example, you can assign a Limited User to have Full Edit permission to one department, and Read Only or No Access permission to another. This feature ensures such Limited User has proper permission to access only those functions and underlying data that he/she is allowed to view/edit.

User Locked Out

If any User has three consecutive failed login attempts, either by wrong password or wrong answers to the security questionnaires, this user account will be locked out to prevent any further login attempts. The Administrator will have to unlock the User account manually before such locked out User can login again.

Each customer of AppComputing will be set up with at least one Administrator upon initial implementation. A backup Administrator is highly recommended in case the first Administrator is locked out due to failed login attempts. The Administrator can set up additional Administrators.

Multiple Company Access

If you have access to multiple companies with the same login email address, you will see a special link on the top of the menu bar after you login, "Change Company".

From Change Company screen, you can switch over to another company. You can also change your default login company so your next login will go to the new default login company.

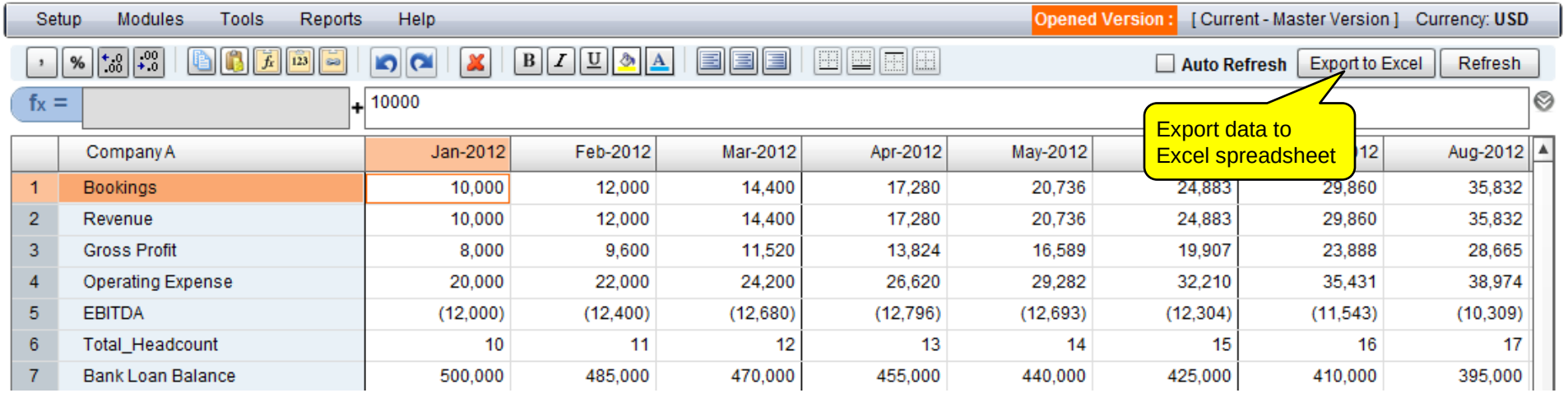
Open BudgetEngine Spreadsheet

Interface with Excel Spreadsheet

When Portfolio companies report their data, they can simply copy paste data from Excel spreadsheet in to BudgetEngine™ spreadsheet.

- Select cell(s) in Excel spreadsheet, then select “Copy” from right click menu,, or user Ctrl + c (MAC keyboard: ⌘ + c)
- Go to BudgetEngine™ spreadsheet, then paste the data by using Ctrl + v (MAC keyboard: ⌘ + v)

All the data in BudgetEngine™ spreadsheet, and in many other reports, can be conveniently exported to Excel spreadsheet by clicking “Export to Excel” button



	Company A	Jan-2012	Feb-2012	Mar-2012	Apr-2012	May-2012		Aug-2012
1	Bookings	10,000	12,000	14,400	17,280	20,736	24,883	29,860	35,832
2	Revenue	10,000	12,000	14,400	17,280	20,736	24,883	29,860	35,832
3	Gross Profit	8,000	9,600	11,520	13,824	16,589	19,907	23,888	28,665
4	Operating Expense	20,000	22,000	24,200	26,620	29,282	32,210	35,431	38,974
5	EBITDA	(12,000)	(12,400)	(12,680)	(12,796)	(12,693)	(12,304)	(11,543)	(10,309)
6	Total_Headcount	10	11	12	13	14	15	16	17
7	Bank Loan Balance	500,000	485,000	470,000	455,000	440,000	425,000	410,000	395,000

Caution

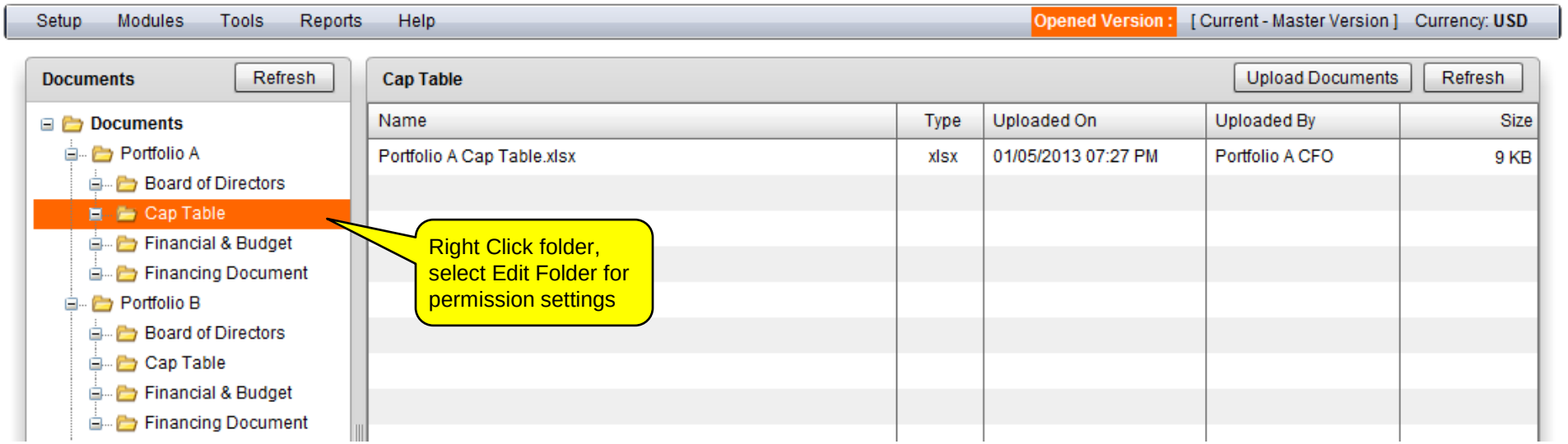
When copy paste data from Excel, make sure you format all the cells in Number format, and set proper decimal digits display in Excel.
For value of 99.99, if the display format has no decimal digit in Excel, it will display as 100.
Copy paste into BudgetEngine™ Spreadsheet will get 100, not 99.99
Copy Paste from Excel will copy data exactly as displayed.

Secure Document Sharing

Each Portfolio Company can upload files (menu: / Tools / Documents).

You can setup folders for each Portfolio Company, and set proper permission for each User.

The folder level permission can be set via right click menu on the folder, or via menu / Setup / User



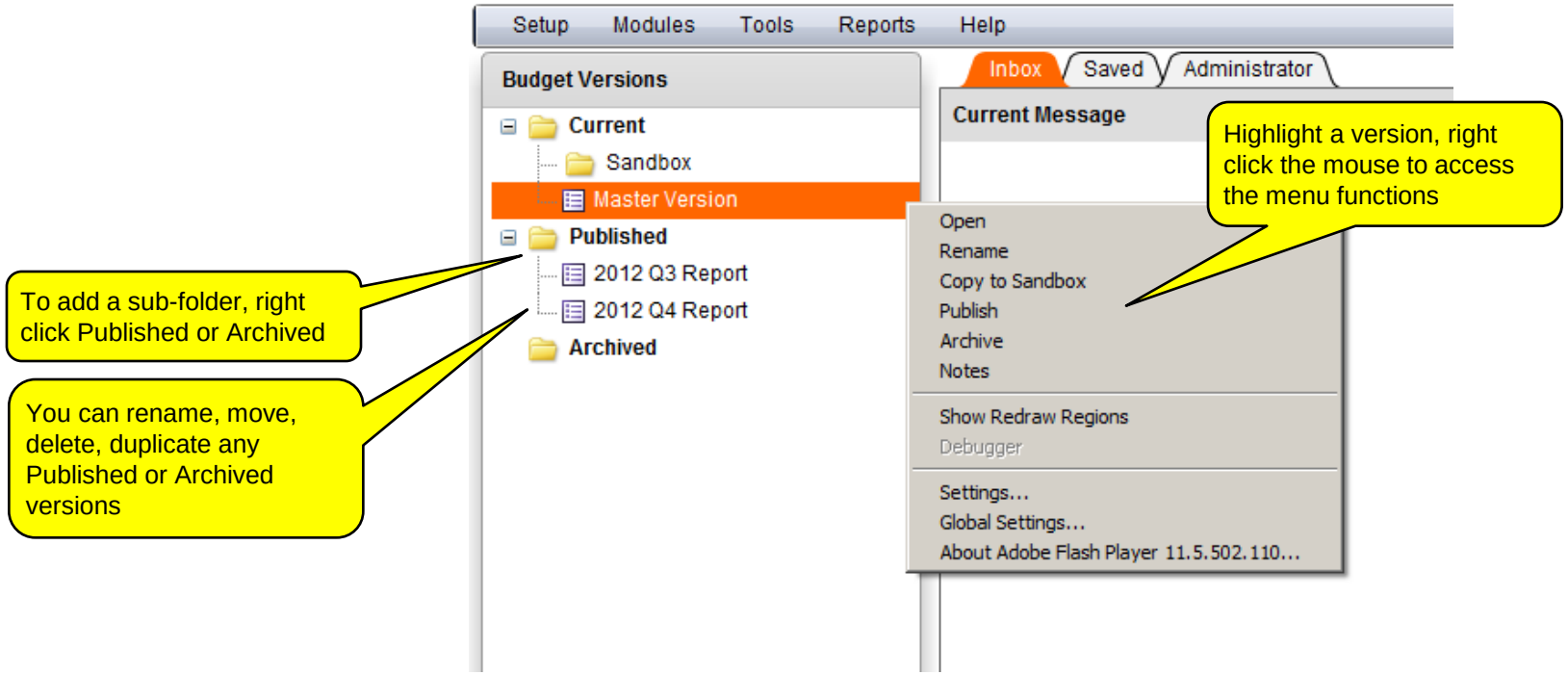
Current The Master Version in the Current folder is the main version. All the data updates will be done in this version. When adding more years, this Master Version will continue to live through the future.

Published The versions in Published folder are for historical financial reporting purpose, for example, a financial report for Q1' 2013. You can create a Published version from the Current version. That will keep all the numbers not changed in the Published version while you continue working on the Current Master Version going forward.

Only Administrator can change data in the Published versions. All other Limited users cannot change any data in the Published versions.

Archived The Archived versions are for backup purpose.

Only the Administrator can change data in the Archived versions. All other Limited users cannot change any data in the Archived versions.

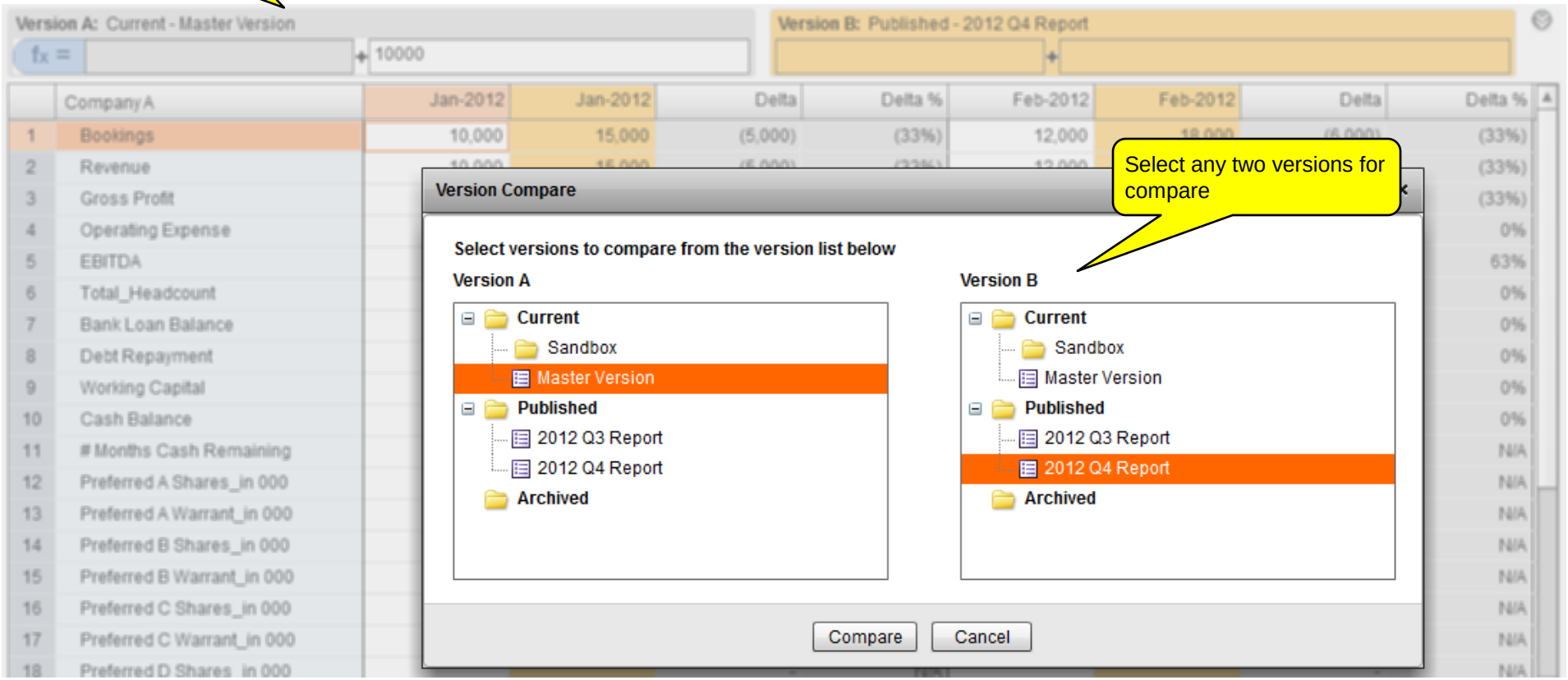


Version Compare You can select any two versions to compare all the data side by side with delta view for any Month/Quarter/Year, for any Portfolio.

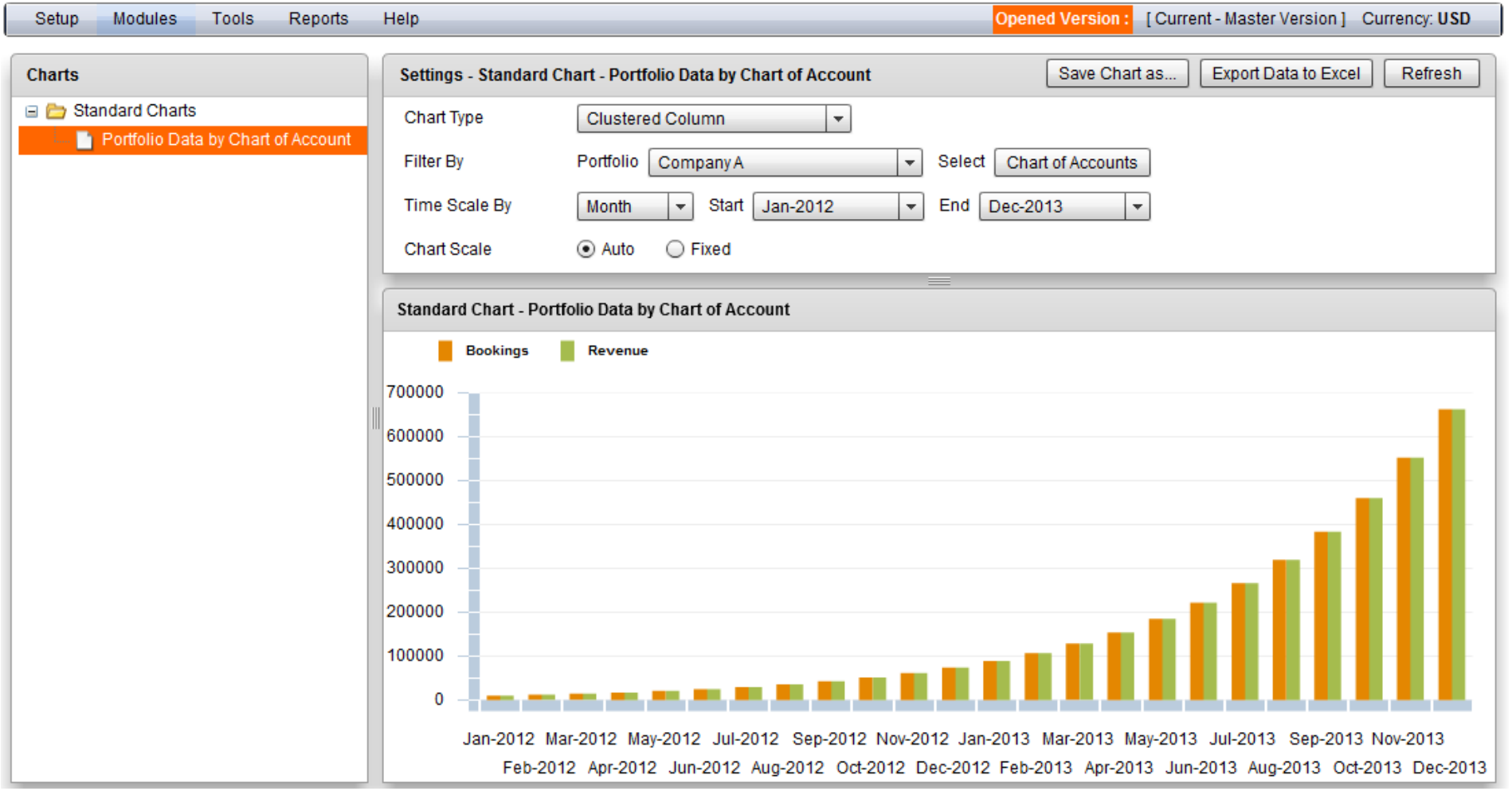
Access Version Compare function via menu: / Tools / Version Compare

This allows you to compare data easily from any two reporting periods, and see what has changed for each Portfolio.

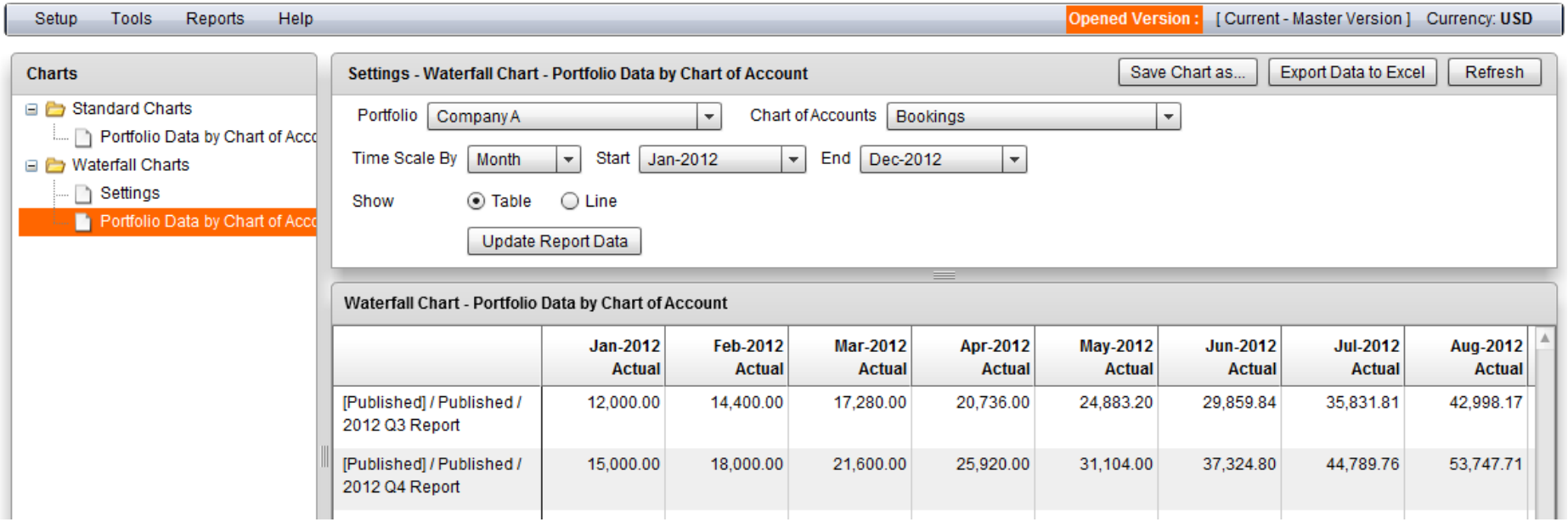
Version A and Version B data are lined up side by side with delta view



Standard Charts You can use the standard Chart to present Portfolio Data. You can copy paste these charts to your PowerPoint or Word by clicking "Save Chart as"; or you can also export the chart data to Excel so that you can create different types of Excel charts.



Waterfall Charts You can use the Waterfall Chart to present Portfolio Data. The Waterfall Chart can line up data from different versions and show side by side comparison among different versions.


Setup Tools Reports Help
Opened Version : [Current - Master Version] Currency: USD
Charts
Standard Charts
Portfolio Data by Chart of Acc
Waterfall Charts
Settings
Portfolio Data by Chart of Acc
Settings - Waterfall Chart - Portfolio Data by Chart of Account
Save Chart as...
Export Data to Excel
Refresh
Portfolio Company A
Chart of Accounts Bookings
Time Scale By Month
Start Jan-2012
End Dec-2012
Show Table Line
Update Report Data
Waterfall Chart - Portfolio Data by Chart of Account

	Jan-2012 Actual	Feb-2012 Actual	Mar-2012 Actual	Apr-2012 Actual	May-2012 Actual	Jun-2012 Actual	Jul-2012 Actual	Aug-2012 Actual
[Published] / Published / 2012 Q3 Report	12,000.00	14,400.00	17,280.00	20,736.00	24,883.20	29,859.84	35,831.81	42,998.17
[Published] / Published / 2012 Q4 Report	15,000.00	18,000.00	21,600.00	25,920.00	31,104.00	37,324.80	44,789.76	53,747.71

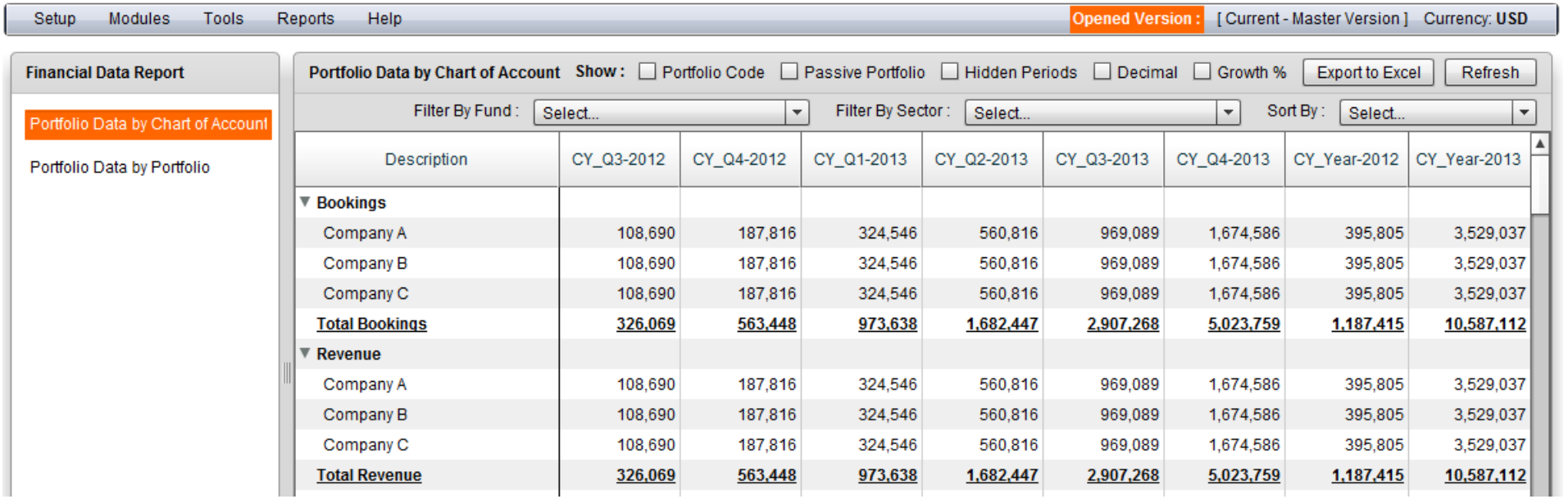
Financial Data

All the Portfolio Data can be reported with many different filters, and sort orders

- Filter By Fund
- Filter By Sector
- Sort By Portfolio Code
- Sort By Portfolio Name

You can also view all the Portfolio Data as Growth %

All the report data can ben exported to Excel spreadsheet for further analysis.


Setup Modules Tools Reports Help
Opened Version : [Current - Master Version] Currency: USD
Financial Data Report
Portfolio Data by Chart of Account
Portfolio Data by Portfolio
Portfolio Data by Chart of Account Show : Portfolio Code Passive Portfolio Hidden Periods Decimal Growth % Export to Excel Refresh
Filter By Fund : Select...
Filter By Sector : Select...
Sort By : Select...

Description	CY_Q3-2012	CY_Q4-2012	CY_Q1-2013	CY_Q2-2013	CY_Q3-2013	CY_Q4-2013	CY_Year-2012	CY_Year-2013
Bookings								
Company A	108,690	187,816	324,546	560,816	969,089	1,674,586	395,805	3,529,037
Company B	108,690	187,816	324,546	560,816	969,089	1,674,586	395,805	3,529,037
Company C	108,690	187,816	324,546	560,816	969,089	1,674,586	395,805	3,529,037
Total Bookings	**326,069**	**563,448**	**973,638**	**1,682,447**	**2,907,268**	**5,023,759**	**1,187,415**	**10,587,112**
Revenue								
Company A	108,690	187,816	324,546	560,816	969,089	1,674,586	395,805	3,529,037
Company B	108,690	187,816	324,546	560,816	969,089	1,674,586	395,805	3,529,037
Company C	108,690	187,816	324,546	560,816	969,089	1,674,586	395,805	3,529,037
Total Revenue	**326,069**	**563,448**	**973,638**	**1,682,447**	**2,907,268**	**5,023,759**	**1,187,415**	**10,587,112**

Fiscal Periods Fiscal Periods contain Month, Quarter and Year. You can edit data in Month periods. All the Quarter and Year periods contain automatic system formulae and can't be edited by users.

Periods Status Fiscal Periods have 3 status: Forecast, Actual, and Closed.

- Forecast, and Actual, all the data can be edited by Users.

- Closed, meaning the period is closed, and no more edits are allowed by any User.

Use Case If you don't want any Portfolio Company User to edit any Month data, you can set the Month Period Status to Closed.

Alternatively, you can hide certain Month columns in the spreadsheet, so that they will not be visible to any User for edit. You can hide or unhide any columns from the spreadsheet, by right clicking the column header, and select the menu, Hide/Unhide Columns.

Change Fiscal Period Status via menu: /Setup/Fiscal Period
Setup Modules Tools Reports Help
Drop down box to change status
Fiscal Period Setup
- Settings
- Add New Fiscal Periods
- Current Fiscal Periods
Current Fiscal Periods
Fiscal Period | Fiscal Month | Fiscal Quarter | Fiscal Year | Calendar Month | Calendar Year | Status
1 | Jan-2013 | CY_Q1-2013 | 2013 | January | 2013 | Closed
2 | Feb-2013 | CY_Q1-2013 | 2013 | February | 2013 | Actual
3 | Mar-2013 | CY_Q1-2013 | 2013 | March | 2013 | Forecast
4 | Apr-2013 | CY_Q2-2013 | 2013 | April | 2013
5 | May-2013 | CY_Q2-2013 | 2013 | May | 2013
6 | Jun-2013 | CY_Q2-2013 | 2013 | June | 2013 | Forecast
Forecast
Actual

For any further questions

Please contact us

support@appcomputing.com

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